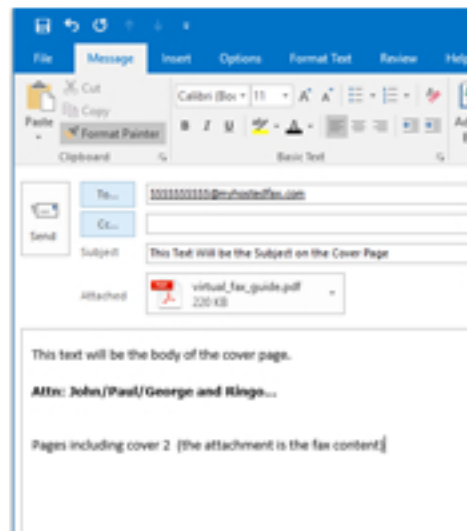


## ***VIRTUAL FAX GUIDE***

### ***TO SEND VIRTUAL FAX***

- 1. Login to email account associated with Virtual Fax***
- 2. Click to Compose new email***
- 3. Enter appropriate 10-Digit Fax Number followed by @myhostedfax.com***
- 4. Enter the subject of the fax into the subject field***
- 5. Enter cover page text in the body of email***
- 6. Attach documents (pdf and tif formats are supported) to be faxed***
- 7. Click Send***



### ***TO RECEIVE VIRTUAL FAX***

- 1. Provide sender with 10-Digit Fax Number Virtual Fax Number***
- 2. Fax will appear as a PDF in the Inbox of the associated email account(s)***